

# WordPress Orientation

## 1. What is WordPress?

WordPress is a website editing software that allows you to create a website. What is unique about this website is that it contains a blog page as well as other traditional webpages. In addition, readers can post comments on the blog page (and other pages, if you so allow).

## 2. Who edits my WordPress site?

You do! You have control over the theme and content. You can update it from your computer, and perhaps even from your mobile phone or tablet device (e.g. iPad).

## 3. What kind of content can I put on my WordPress website?

- Announcements
- Assignments
- Resources
- Calendar of Events
- Syllabus
- Project Descriptions
- Links to websites
- Contact information
- Multimedia (videos, photos, audio, etc.)
- Forms

## 4. Are there sample sites I can view? Visit these Dansville teacher sites:

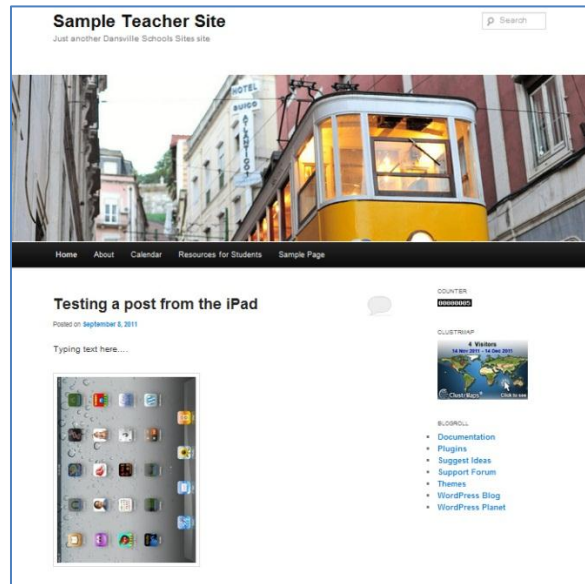
- <http://www.dansville.org/haselbya/>
- <http://www.dansville.org/2ndgrade/>
- <http://www.dansville.org/5thgrade/>
- <http://www.dansville.org/provincals/>
- <http://www.dansville.org/arambulad/>
- <http://www.dansville.org/beckj/>
- <http://www.dansville.org/englerl/>
- <http://www.dansville.org/genterc/>
- <http://www.dansville.org/hunts/>
- <http://www.dansville.org/rogersc/>
- <http://www.dansville.org/sanfordb/>
- <http://www.dansville.org/staffordj/>
- <http://www.dansville.org/thackerye/>
- <http://www.dansville.org/wiznerd/>
- <http://www.dansville.org/klingsbiel/>
- <http://www.dansville.org/rossc/>
- <http://www.dansville.org/ruschj/>
- <http://www.dansville.org/crossa/>
- <http://www.dansville.org/vossk/>

and more resources and examples are available at <http://it-iisd.wikispaces.com/WordPress>

## 5. My ideas for my site:

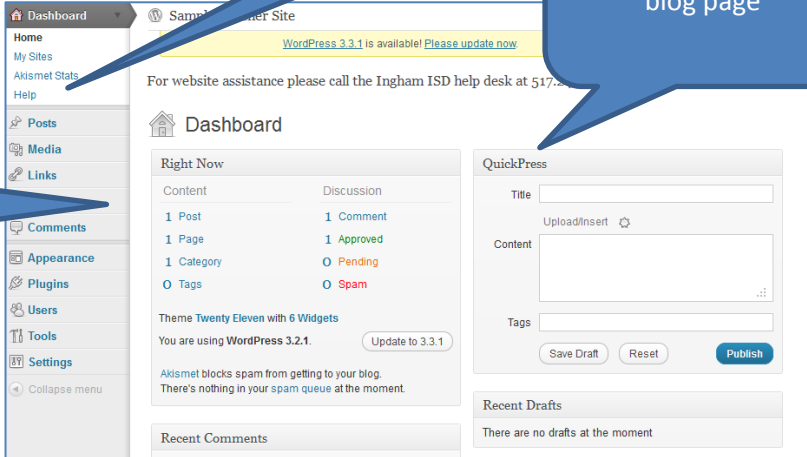
## 6. Website organization and structure

- a. Columns
- b. Navigation Menus
  - i. New pages will automatically appear in the navigation – if you need to structure your navigation, you will need to Create a Menu (Appearance, Menu)
- c. Posts, Pages, and Widgets; Categories and Tags
  - i. Posts are blog posts, and will appear on the main page
  - ii. Pages are all other pages on the site
  - iii. Categories and tags are used to categorize and describe with keywords your posts and pages
  - iv. Widgets are the boxes of information in the left or right column(s) (depending on selected theme)
- d. Settings – most common settings to adjust
  - i. **Setting the theme for your blog.** From your dashboard, click on **Appearance** and select the theme you like! There are different levels of customization for different themes.
  - ii. **Settings.** From your dashboard, click on **Settings** and verify the time and date format, and the discussion options. Suggestions on discussion options:
    1. Uncheck “Allow people to post comments on new articles”
    2. Check “Comment author must have a previously approved comment”
  - iii. **Profile.** Update your profile by click on your username in the upper left corner.
  - iv. **Help.** From your dashboard, click the **Help** link to access video tutorials
  - v. Replace the word **Blogroll** with the word **Links** by going to Links, Link Categories



## 7. Editing the website

- Login –URL and credentials
- Organization and structure
- Profile - update
- Dashboard



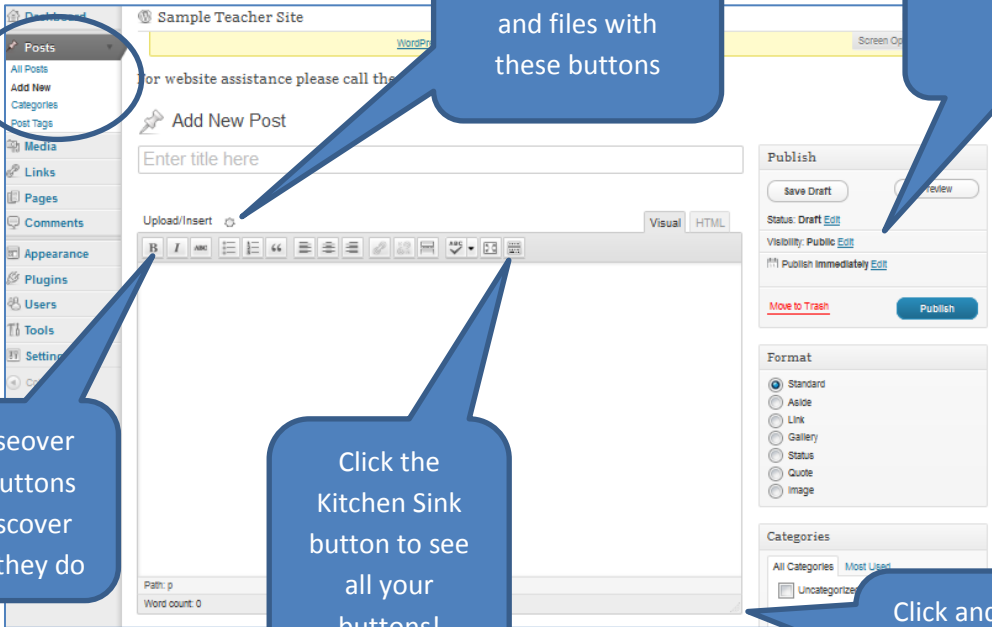
Use the small arrows to expand the menus

Click Help for video tutorials

Use QuickPress to quickly add info to blog page

The screenshot shows the WordPress Dashboard for a 'Sample Teacher Site'. The left sidebar contains a menu with 'Home', 'My Sites', 'Akismet Stats', 'Help', 'Posts', 'Media', 'Links', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main area shows 'Right Now' statistics, a 'QuickPress' form for adding new content, and 'Recent Drafts'.

- Posts** – adding a new piece of information to your main blog page. Click on *Posts*, *Add New*



Upload images and files with these buttons

Set publication date

Mouseover the buttons to discover what they do

Click the Kitchen Sink button to see all your buttons!

Click and drag corner to create more workspace

The screenshot shows the 'Add New Post' editor. The left sidebar has 'Posts' selected, showing 'All Posts', 'Add New', 'Categories', and 'Post Tags'. The main area has a title field, a 'Publish' button, and a 'Format' section. The 'Publish' section includes 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. The 'Format' section has radio buttons for 'Standard', 'Aside', 'Link', 'Gallery', 'Status', 'Quote', and 'Image'. The 'Categories' section shows 'All Categories' and 'Most Used'.

- i. To insert text – type away in the box!
- ii. To create a link – highlight the text, click the link button, enter the URL
- iii. To insert YouTube – simply paste the URL and unlink it!
- iv. To insert an image or document– upload or link – click the *Upload/Insert media button* then follow the prompts, selecting a file to upload, adding information.



**Add an Image**

From Computer From URL Media Library

Add media files from your computer

Choose files to upload **Select Files** Cancel Upload

Maximum upload file size: 100MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.

 File name: globe\_write.jpg  
File type: image/jpeg  
Upload date: August 29, 2011  
Dimensions: 480 x 480

**Edit Image**

Title \* globe\_write

Alternate Text  
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

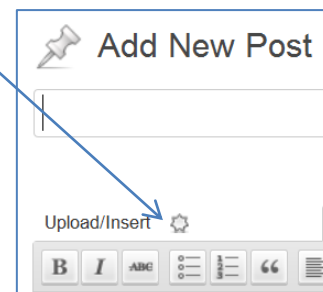
Link URL  
[http://www.dansville.org/sample-teacher-site/files/2011/08/globe\\_write.jpg](http://www.dansville.org/sample-teacher-site/files/2011/08/globe_write.jpg)  
None File URL Post URL  
Enter a link URL or click above for presets.

Alignment  
☒ None ☐ Left ☐ Center ☐ Right

Size  
☐ Thumbnail (150 x 150) ☒ Medium (300 x 300) ☐ Large ☐ Full Size (480 x 480)

**Insert into Post** [Use as featured image](#) [Delete](#)

**Save all changes**

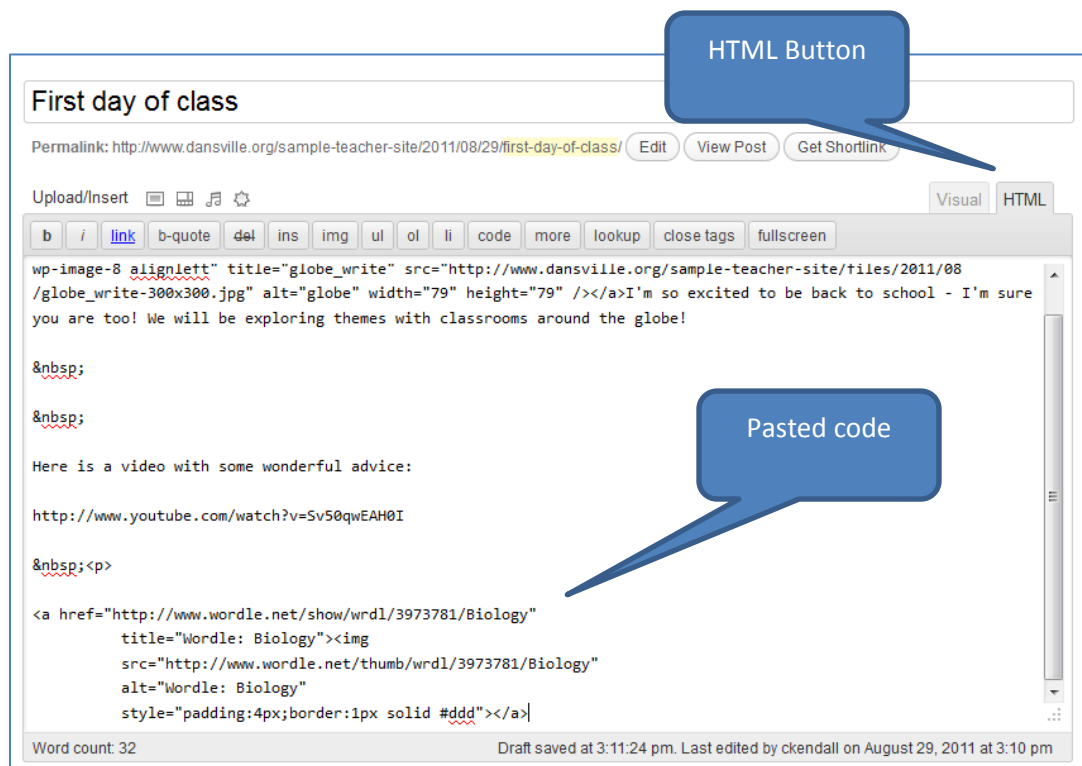


Always add  
Alternate text  
for  
accessibility

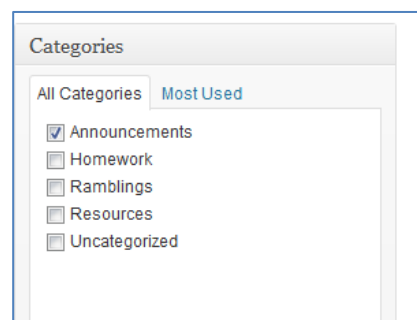
Alignment,  
size, and  
"Insert into  
Post" options!

If you need to edit the image later, simply edit the post, and click on the image – you will see a button to edit or delete the image.

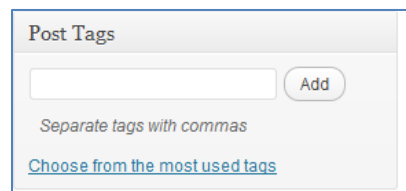
- v. To insert embed code for a widget or other Web 2.0 item – go to HTML mode (click the tab in the upper right corner of the editing box) and paste the code



- vi. All posts should be categorized. The **Category box** is in the right column. You can recategorize at any time by editing the post; you can add additional categories at any time; you can have a post pertain to more than one category. Need a category? You can add categories that will make sense for you from the left column, under *Posts*.



- vii. The **Tag box** is where you can specify the key words associated with this post.



*Category and Tags:* This example may help:

## Categories Versus Tags

Posted on [October 6, 2010](#) | [Leave a comment](#)

Let's say you're about to post a recipe for brownies on your food blog. You'd probably want to use categories like "Dessert" and "Baking," and tags like "Chocolate," "Brownies," and "Walnuts."

Posted in [Baking](#), [Dessert](#) → [Leave a comment](#)

Tagged [brownies](#), [chocolate](#), [walnuts](#)


- viii. The **Publish box** is where you can control the date of publication. Posts can be published instantly or scheduled, edited and updated; or saved in draft format.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

 Published on: **Aug 29, 2011 @ 15:09** [Edit](#)

[Move to Trash](#) [Update](#)

- f. **Adding a Page.** A page is a page of content for your website. Editing a page is similar to creating a post, so see instructions above.

Pages can be added to the navigation by using the **Page Attributes box** in the right column.

*Note: If your page structure becomes complicated, you may need to create a custom navigation menu. To create a Custom Menu, visit **Appearance, Menus** – create a new menu, called "Main Menu" and then add your pages from the Pages block. Once added you will be able to drag and drop your pages and subpages. Need assistance? Check the **Help videos** or contact **Cindy** or the **Help Desk**.*

Page Attributes

Parent

About ▼

Template

Default Template ▼

Order

0

Need help? Use the Help tab in the upper right of your screen.